

## MEETING NOTICE

**TO:** Budget, Finance & Investment Committee

**FROM:** Will Jordan, Chairman

**TIME:** Thursday, June 8, 2017 – 5:30 P.M.

**PLACE:** Courthouse, Room 205

### AGENDA

1. Approve Minutes of May 24, 2017  
Consideration of the following:
2. Investment Report
3. Fund Condition Report
4. Risk Management Financial Report
5. Tennessee Recovery Court Grant for Drug Court
6. Tennessee Veterans Court Grant for Drug Court
7. General Fund Budget Amendment for Human Resources
8. General Fund Budget Amendment for Fire-Rescue
9. Contribution toward Fire Hall for Eagleville
10. Ambulance Service Fund Amendment and Transfers
11. Tennessee Disaster Recovery Services Contract for OIT
12. General Fund Budget Transfer for Correctional Workhouse
13. General Fund Budget Transfers for Juvenile Detention
14. Contract for Supplemental Education Services for Juvenile Detention
15. Contract for Juvenile Detention Care Services for Hardin County
16. General Fund Budget Transfer for Emergency Management
17. Communication Tower Lease Agreement for Emergency Management
18. Hazardous Materials Emergency Planning Grant for Emergency Management
19. Increase Cash on Hand for Circuit Court Clerk
20. General Fund and Drug Fund Budget Transfers and Amendments for Sheriff's Office
21. General Fund Budget Amendment for PAWS
22. Solid Waste Fund Budget Transfers and Amendment
23. General Fund Budget Transfer for General Sessions
24. General Purpose School Budget Amendments
25. Centralized Cafeteria Fund Budget Amendment
26. Education Capital Project Fund Budget Amendment
27. School Building Program Fund Amendments
28. Increase to Centralized Cafeteria Cash on Hand
29. General Fund Budget Amendment and Transfer for County Buildings
30. General Fund Budget Amendment for Employee Insurance
31. General Fund Budget Transfer for District Attorney
32. General Fund Budget Amendment for Unemployment
33. General Fund Budget Amendments to Revenue and Corresponding Expenditures
34. Solid Waste Fund Budget Amendments to Revenue and Corresponding Expenditures
35. Ambulance Fund Budget Amendments to Revenue and Corresponding Expenditures
36. Drug Control Fund Budget Amendments to Revenue and Corresponding Expenditures
37. Highway Fund Budget Amendments to Revenue and Corresponding Expenditures
38. Debt Service Fund Budget Amendments to Revenue and Corresponding Expenditures
39. Other Business

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**To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.**

\* \* \* \*

cc: Commissioners  
Ernest Burgess  
Josh McCreary  
Teb Batey

Jeff Davidson  
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

## EXPLANATION OF AGENDA ITEMS

1. The minutes of the May 24, 2017 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey will present the monthly Investment Report.
3. Mrs. Lisa Nolen will present the Fund Condition Report for the month ending May 31, 2017.
4. Mrs. Melissa Street will present the monthly Risk Management Financial Report for the use and information of the committee.
5. Mr. Trey King will be requesting approval of the Tennessee Certified Recovery Court Program grant from the Tennessee Department of Mental Health and Substance Abuse Services. The grant is in the amount of \$107,500 and is for the period of July 1, 2017 through June 30, 2018.
6. Mr. Trey King will be requesting approval of the Tennessee Veterans Treatment Court Initiative grant from the Tennessee Department of Mental Health and Substance Abuse Services. The grant is in the amount of \$70,000 and is for the period of July 1, 2017 through June 30, 2018.
7. Mrs. Sonya Stephenson will be requesting approval of a General Fund budget amendment to provide sufficient funding for evaluation and testing of new and existing employees:

Increase Expend.:	101-51310-322 Evaluation & Testing	\$7,000
Decrease Expend.:	101-58900-425 Gasoline	\$7,000

8. Mr. Larry Farley will be requesting approval of a General Fund budget amendment to recognize funds from the sale of fire apparatus and appropriate into other equipment:

Increase Revenue:	101-44530	Sale of Equipment	\$42,750
Increase Expend.:	101-54320-790	Other Equipment	\$42,750

9. The City of Eagleville is proposing to build a new Public Safety Building with three drive-thru apparatus bays capable of housing up to 6 Class A vehicles with living quarters for the fire department. The building will also house the City Hall and Police Department and cost approximately \$2,500,000. The City is requesting a contribution of \$500,000 from the County. The Public Safety Committee approved the \$500,000 request over five years with an interlocal agreement detailing the contribution with the first \$100,000 installment when Eagleville closes a loan.
10. Mr. Mike Nunley will present three Ambulance Service Fund budget transfers and a budget amendment:

To provide funding for medical billing services.

Increase Expend.:	118-55130-399	Other Cont. Serv.	\$7,000
Decrease Expend.:	118-55130-312	Cont. w/Private Ag.	\$7,000

To provide additional funds for office supplies.

Increase Expend.:	118-55130-435	Office Supplies	\$3,000
Decrease Expend.:	118-55130-307	Communications	\$3,000

To provide funding for refunds due to overpayment of bills.

Increase Revenue:	118-43120	Patient Charges	\$4,000
Increase Expend.:	118-55130-509	Refunds	\$4,000

To provide additional funds for part-time payroll due to FMLA and turnover.

Increase Expend.:	118-55130-169	Part-time Personnel	\$30,000
Decrease Expend.:	118-55130-133	Paraprofessionals	\$30,000

11. Mr. Brian Robertson will present a contract with State of Tennessee Department of Finance and Administration for disaster recovery services. The contract is for the period of July 1, 2017 to June 30 2022. Compensation for any services needed will be at the most current published rates, which are the same as other State agencies pay.
12. Mrs. Lisa Nolen will present a General Fund budget transfer for Correctional Workhouse to correct payroll line items and to ensure sufficient appropriations are available for the remainder of the fiscal year:

Increase Expend.:	101-54220-110 Lieutenants	\$2,500
	101-54220-169 Part-Time Personnel	\$1,000
Decrease Expend.:	101-54220-115 Sergeants	\$3,500

13. Mrs. Lynn Duke will be requesting approval of two General Fund budget transfers:

To provide funds to pay down compensatory time and provide additional funding for other salary & wages.

Increase Expend.:	101-54240-187 Overtime	\$17,000
	101-54240-189 Other Sal. & Wages	\$1,800
Decrease Expend.:	101-54240-115 Sergeant	\$6,000
	101-54240-160 Guards	\$6,800
	101-54240-164 Attendants	\$6,000

To fund the purchase of a computer, monitor and software.

Increase Expend.:	101-54240-709 Data Proc. Equipment	\$1,500
Decrease Expend.:	101-54240-399 Other Cont. Services	\$1,500

14. Mrs. Lynn Duke will be requesting approval of a contract with the Board of Education for Juvenile Detention to provide educational services for youth ages 8-18 who have been adjudicated or are in need of supervision to make a successful transition from a correctional environment to further their schooling, employment and prevent at-risk youth from dropping out of school. The contract is for the term of the 2017-18 school year.
15. Mrs. Lynn Duke will be requesting approval of a contract with Hardin County, TN for Juvenile Detention to provide detention services at a rate of \$175 per person per day and will remain in effect until terminated by either party.
16. Mr. Tharrel Kast will be requesting approval of a General Fund budget transfer to provide funds for radio test equipment to keep handheld and vehicle radios properly tuned to improve performance:

Increase Expend.:	101-54430-708 Comm. Equipment	\$25,000
Decrease Expend.:	101-54430-196 In-Serv. Training	\$500
	101-54430-336 M & R-Equipment	\$1,500
	101-54430-351 Rentals	\$19,000
	101-54430-425 Gasoline	\$1,400
	101-54430-499 Other Supp. & Mat.	\$2,600

17. Mr. Tharrel Kast will be requesting approval of a communication tower site lease with WYCQ, Inc. for a tower site in Eagleville. The lease is in the amount of \$2,000 per month and subject to adjustments annually as contained in the lease. The lease is for the period of April 1, 2017 through March 31, 2022. Payment will commence on the first month following installation of antenna or equipment.
18. Mr. Tharrel Kast will be requesting approval of the 2017 Hazardous Materials Emergency Planning grant from the Tennessee Emergency Management Agency with pass-through funding from the United States Department of Transportation. The grant is in the amount of \$14,000 and is for the period of October 1, 2016 through September 30, 2017.
19. Mrs. Melissa Harrell will present a resolution to increase cash on hand for the Circuit Court Clerk by \$50.
20. Mr. Mike Fitzhugh will be requesting approval of two General Fund budget transfers and three General Fund budget amendments and a Drug Fund amendment:

To recognize the sale of recycled materials into other supplies and materials.

Increase Revenue:	101-44145 Sale of Recycle Mat.	\$4,600
Increase Expend.:	101-54210-499 Other Supplies & Mat.	\$4,600

To fund payroll related changes due to payouts of leave or new employees with more experience.

Increase Expend.:	101-54110-109 Captains	\$8,000
Decrease Expend.:	101-54110-112 Youth Service Officer	\$8,000

To transfer overtime funds from the sheriff budget to the sex offender registry budget.

Increase Expend.:	101-54160-187 Overtime Pay	\$1,000
	101-54160-201 Social Security	\$620
	101-54160-204 Pension	\$110
	101-54160-212 Employer Medicare	\$145
Decrease Expend.:	101-54110-187 Overtime Pay	\$1,000
	101-54110-201 Social Security	\$620
	101-54110-204 Pension	\$110
	101-54110-212 Employer Medicare	\$145

To fund payroll related changes due to payouts of leave or new employees with more experience.

Increase Expend.:	101-54210-189 Other Sal. & Wages	\$7,000
Decrease Expend.:	101-54210-160 Guards	\$7,000

To provide additional funds for overtime for the narcotic positions in the General Fund due to increased case load.

Decrease:	122-34525 Restrict for Pub. Saf.	\$75,000
Increase Expend.:	122-99100-590 Trans. to Other Funds	\$75,000
Increase Revenue:	101-49800 Operating Transfers	\$75,000
Increase Expend.:	101-54110-187 Overtime Pay	\$63,390
	101-54110-201 Social Security	\$3,930
	101-54110-204 Pension	\$6,760
	101-54110-212 Employer Medicare	\$920

21. Mr. Michael Gregory will be requesting approval of a General Fund budget amendment to provide additional funding for the lobby renovation for a bid of \$81,953 and for architect services:

Increase Expend.:	101-55120-304 Architect	\$11,600
	101-55120-707 Building Improve.	\$59,500
Decrease Expend.:	101-51300-321 Engineering	\$10,000
Decrease:	101-34630- -PAWS Committed for Public Health	\$61,100

22. Mr. Mac Nolen will be requesting approval of two Solid Waste Fund budget transfers and a budget amendment:

To provide additional funding for communications and utilities for convenience center.

Increase Expend.:	116-55732-307 Communications	\$3,000
	116-55732-452 Utilities	\$2,000
Decrease Expend.:	116-55732-467 Fencing	\$5,000

To provide additional funding for data processing supplies for landfill.

Increase Expend.:	116-55754-411 Data Proc. Supplies	\$1,500
Decrease Expend.:	116-55754-336 M & R-Equipment	\$1,500

To provide additional funding for leachate removal.

Increase Expend.:	116-55770-366 Cont. for Postclosure	\$10,000
Decrease:	116-55754-336 M & R-Equipment	\$10,000

23. Ms. Wanda Watkins will present a General Fund budget transfer for General Sessions to provide funding for office supplies for the remainder of the fiscal year:

Increase Expend.:	101-53300-435 Office Supplies	\$500
Decrease Expend.:	101-53300-709 Data Proc. Equip.	\$500

24. Mr. Jeff Sandvig will be requesting approval of General Purpose School Fund amendments.
25. Mr. Jeff Sandvig will be requesting approval of a Centralized Cafeteria Fund amendment to increase revenue and expenditures by \$145,000.
26. Mr. Jeff Sandvig will be requesting approval of an Education Capital Projects Fund amendment to increase revenue and expenditures by \$86,545.

27. Mr. Jeff Sandvig will be requesting approval of School Building Program Fund amendments within and between projects.
28. Mr. Jeff Sandvig will be requesting approval of a resolution for Centralized Cafeteria to add \$120 to cash on hand for the new Rocky Fork Middle School, increasing the total cash on hand for the fund to \$12,000.
29. Mayor Burgess will be presenting a General Fund budget amendment and budget transfer for County Buildings:

To provide additional funding for the HVAC system replacement in the Historic Courthouse.

Increase Expend.:	101-51800-321 Engineering Services	\$46,000
	101-51800-707 Building Improve.	\$110,000
Decrease:	101-39000 Unassign. Fund Bal.	\$156,000

To provide additional funding for the remainder of the year for building repair.

Increase Expend.:	101-51800-335 M & R-Buildings	\$5,000
Decrease Expend.:	101-51800-499 Other Supp. & Mat.	\$5,000

30. Mrs. Lisa Nolen will be requesting approval of a General Fund budget amendment to primarily provide additional funding for employee insurance to various departments from the employee insurance pool account:

Increase Expend.:	101-51600-205 Employee Insurance	\$1,000
	101-53100-205 Employee Insurance	\$2,500
	101-53100-204 Pensions	\$5,000
	101-53100-209 Disability Insurance	\$3,900
	101-53110-205 Employee Insurance	\$3,500
	101-53900-205 Employee Insurance	\$3,000
Decrease Expend.:	101-58600-205 Employee Insurance	\$18,900

31. Mrs. Lisa Nolen will be requesting approval of a General Fund budget transfer to move funds to the assistant and benefits line items from employee insurance due to the employee hired having more experience than what was originally budgeted:

Increase Expend.:	101-53600-103 Assistant	\$3,600
	101-53600-201 Social Security	\$225
	101-53600-204 Pensions	\$385
	101-53600-209 Disability Insurance	\$10
	101-53600-212 Employer Medicare	\$55
Decrease Expend.:	101-53600-205 Employee Insurance	\$4,275

32. Mrs. Lisa Nolen will be requesting approval of a General Fund budget amendment to distribute funds from the unemployment pool account to those departments that have had claims during the year:

Increase Expend.:	101-51760-210 Unemployment	\$150
	101-51800-210 Unemployment	\$350
	101-54220-210 Unemployment	\$100
Decrease Expend.:	101-58600-210 Unemployment	\$600

33. The Finance Director will be requesting approval of a budget amendment to adjust the General Fund revenue according to the approximate amount to be received, and the corresponding expenditures.
34. The Finance Director will be requesting approval of a budget amendment to adjust the Solid Waste Fund revenue according to the approximate amount to be received, and the corresponding expenditures.
35. The Finance Director will be requesting approval of a budget amendment to adjust the Ambulance Fund revenue according to the approximate amount to be received, and the corresponding expenditures.
36. The Finance Director will be requesting approval of a budget amendment to adjust the Drug Control Fund revenue according to the approximate amount to be received, and the corresponding expenditures.

37. The Finance Director will be requesting approval of a budget amendment to adjust the Highway Fund revenue according to the approximate amount to be received, and the corresponding expenditures.
38. The Finance Director will be requesting approval of a budget amendment to adjust the Debt Service Fund revenue according to the approximate amount to be received, and the corresponding expenditures.
39. Other Business